GIA Environmental Health and Safety Powered Industrial Vehicle Operator Training and Certification Standard

DOCUMENT IDENTIFIER: A-SP-ELMF774-00-0000 Rev A, 22-May-1992

ABSTRACT: The purpose of this GIA standard is to define the basic elements and responsibilities to ensure the safe use of powered industrial vehicles.

APPLICABILITY: This GIA standard shall apply to GIA facilities and operations worldwide unless superseded by more stringent country and/or local regulations.

STATUS: APPROVED 22-May-1992; use VTX SMC for current status.

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REVISION HISTORY:	No previous revision exists.
Document Management Category:	Environmental Health and Safety (MEH)
Responsible Department:	GIA Manufacturing and Engineering
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APPROVAL: This document has been reviewed and recommended for approval by the General Review group for its category.

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1 INTRODUCTION

The purpose of this GIA standard is to define the responsibilities and basic elements of an operator training and certification program that will ensure powered industrial vehicles are operated safely and without hazard to employees or property. Training and certification shall culminate in the issuance of a license to operate a powered industrial vehicle.

1.1 SCOPE

This standard shall apply to GIA facilities and operations worldwide unless superseded by more stringent country and/or local regulations.

1.2 Policy

A site powered industrial vehicle training and certification program shall be in place to certify that all vehicle operators, whether Digital employees or contractor employees, are trained and certified to conduct their activities without endangering either human life or physical property.

1.3 RESPONSIBILITIES

- Site Manager

  Ensure the development, implementation, and adherence to a powered industrial vehicle training and certification program.

  Provide adequate support and resources to ensure that the program is effective and successful.

- Department Manager/Supervisor

  Ensure that only those licensed by Digital operate powered industrial vehicles.

  Schedule employees for training, certification and recertification.

  Enforce powered industrial vehicle operating rules.

  Establish and administer a review board and disciplinary action process.

  Maintain vehicle maintenance and inspection information.

  Attend training sessions to understand the requirements for which they and their employees are being held accountable.

  Audit day-to-day operations to ensure that operators are adhering to safety requirements.

  Ensure that employees receive medical examinations, as required.

- Powered Industrial Vehicle Operators

  Attend the Digital Powered Industrial Vehicle Training and Certification Program.

  Understand the hazards associated with powered industrial vehicles.

  Follow proper procedures at all times during the operation of a powered industrial vehicle.

  Wear required personal protective equipment.

  Report accidents or damaged property to supervisors.

- Site Environmental Health and Safety (EH&S)

  Establish and review policies to ensure sitewide powered industrial vehicle safety.

  Assist in establishing and maintaining an effective Powered Industrial Vehicle Training and Certification Program.

  Ensure that classroom training, written examinations, and road/operating tests are properly administered.

  Maintain records of personnel who successfully complete the course. (See Appendix A.)

  Ensure that the granting of operator certification and recertifications is properly managed.

  Audit the performance of drivers and trainers to ensure that the policy is effective.

  Assist in the evaluation and classification of powered industrial vehicles.

- Site Health Services

  Maintain medical surveillance of all operators of powered industrial vehicles.

  Inform the appropriate management, supervision, and EH&S, in writing, of medical approval or disapproval. (See Appendix B.)

1.4 LANGUAGE REQUIREMENTS FOR THIS STANDARD

The details of this GIA standard and all documentation associated with it, such as manuals, training materials, signs, labels, postings, and so forth, must be available in English and the accepted and official local language.

1.5 DEFINITIONS

Walkie powered low-lift truck— Powered industrial material handling forklift designed to be raised just high enough to clear the floor. The operator does not ride it but walks along beside it.

Walk/ride powered low-lift truck—Powered industrial material handling forklift similar in appearance and function to a walkie forklift. It is designed, however, so that the operator can safely ride the truck in a standing position.

Powered forklift— An operator can safely ride this vehicle in a seated position. The forks are designed to lift material several feet above the floor. The classifications for this vehicle are gasoline, diesel, propane (LPG), and electric.

2 PROGRAM REQUIREMENTS

This segment defines the minimum content of a comprehensive powered industrial vehicle training program.

2.1 RULES APPLICABLE TO ALL POWERED INDUSTRIAL VEHICLES

- Operator Safety

  Operators shall be trained and licensed according to requirements prescribed by Digital.

  Operators shall wear safety shoes and any additional personal protective equipment that is required in the areas that they must enter.

  Riders are not allowed on powered industrial vehicles.

  Operators must keep their bodies inside the vehicle, if applicable.

  Do not stand on or walk under trucks or loads.

  Horseplay and stunt driving are prohibited.

  When approaching another vehicle from the rear, sound the horn, and have the vehicle under control in case an emergency stop is necessary.

  Approach intersections with caution. Make sure that the passage is clear and sound horn before proceeding.

  Do not attempt to open freight car doors with a powered industrial vehicle.

  Do not attempt to tow or move a freight car with a powered industrial vehicle.

  Operators should promptly report all accidents that involve personnel, building structures, equipment, or materials to their supervisor.

- Pedestrian Safety

  Reduce speed near pedestrians, and always give them the right of way.

  Never drive a vehicle toward a person.

  Use the horn to warn pedestrians without startling them.

  When approaching a pedestrian from the rear, sound the horn, and have the vehicle under control in case an emergency stop is necessary.

- Pre-Use Inspection

  At the beginning of each shift, the operator shall make a visual and operational check of the vehicle to ensure that it is in safe operating condition. These checks shall be done both before the vehicle is operating and after the vehicle is turned on. (See Appendix C, Operator's Daily Inspection Checklist.)

  Operators are responsible for the proper use and care of the equipment entrusted to them. Operators, however, should not attempt to make any repairs.

  Operators shall report immediately to the supervisor anything that is unsafe about a vehicle. Do not operate an unsafe powered industrial vehicle.

- Battery Maintenance

  Ensure that the vehicle's battery charge is maintained at the appropriate level at all times.

  Ensure that all actions that are related to the battery are taken in a designated battery charging area that:

  — Has the capability and equipment to flush and neutralize spilled electrolytes

  — Contains fire protection devices such as sprinklers and fire extinguishers

  — Contains permanently plumbed emergency eyewash and shower facilities that are tested and maintained, at least weekly

  — Has vehicle impact devices

  — Has proper ventilation for dispersal of potentially hazardous vapors

  — Is a clearly marked **No Smoking** area

  Procedures must be in place to ensure that electrolytes are handled properly and safely, including the use of face shield, aprons, gloves, and so forth.

  Handle batteries with material handling equipment such as overhead hoist or conveyer.

- Guidelines for Stacking Loads

  Observe the rated vehicle load capacity.

  Make certain the load is riding securely and safely before moving it.

- Moving a Load

  Operate powered industrial vehicles only on floors, elevators, or surfaces approved for the particular vehicle's use.

  Operate at a safe speed for existing conditions.

  Maximum speed limit is 6.5 km/h (4 MPH).

  Obey speed limits, traffic signs, and use directional mirrors.

  Sound horn at all crossings.

  Slow down and sound horn whenever vision is obstructed.

  Slow down on wet pavement and slippery floors.

  Keep to the right. In narrow, congested, or one-way aisles, travel in the center of the aisle.

  Always maintain a distance of three truck lengths between other vehicles traveling in the same direction.

  Avoid quick starts, sudden stops, and quick turns.

  Be alert for pedestrians.

  Before driving a powered industrial vehicle into a trailer or truck:

  — Chock the wheels of the truck

  — Secure the dockboard

  — Inspect the floor of the truck for unsafe conditions

  — Use truck dock locks, where available.

- Maintaining Control

  Never turn the steering wheel sharply.

  Overloading will badly affect steering control.

Keep alert for changing conditions.

Do not move loads up or down while the vehicle is in motion.

When approaching a place where vision is limited or blocked, stop, sound the horn, and proceed slowly.

Use safety mirrors, where present.

Slow down at all corners.

Check for adequate overhead clearance before entering an area or raising the forks.

Be alert for oil spots, wet spots, loose objects, holes, and rough surfaces.

- Moving on an Inclined Surface

  Travel straight up or down.

  Do not turn until the powered industrial vehicle is on a level surface.

  Do not operate with the load raised.

  Keep forks pointed uphill when traveling with a load.

- When Leaving Powered Industrial Vehicles Unattended:

  Park in approved location.

  Lower the forks to the floor.

  Neutralize the controls.

  Turn off the motor switch.

  Set the emergency brakes.

  Remove the keys.

  Chock the wheels.

  Never leave a vehicle parked on a dockboard.

- Working in Hazardous Locations

  Use only approved powered industrial vehicles in hazardous locations.

  The type of vehicle required shall be determined by the nature of the particular hazard present.

2.2 RULES APPLICABLE TO POWERED FORKLIFT TRUCKS

- Operator Safety

  A protective guard or cage over the operator is required on all powered forklift trucks.

  Keep arms and feet inside the truck and away from the hoist mechanism.

  Never put hands, arms, legs, feet, or head between mast uprights.

  Never use the forks to lift a person.

- Equipment Standards

  Propane or butane (LPG) powered vehicles that use removable cylinders, or gasoline-powered vehicles, must be parked in well-ventilated areas, not in basements or near elevator shafts. LPG or gasoline-powered trucks should not be used inside buildings or in areas where there is minimal ventilation (such as inside trailers) without previous approval from EH&S.

  Cylinder replacement or refueling should be done outdoors or in an approved open space with significant ventilation. Turn the motor off during refueling.

  Vehicles shall be equipped with warning lights and reverse horn.

  Vehicles shall never be parked or left in aisles used for egress.

- Load Capacity

  Forklift vehicles are rated by capacity in pounds and load-center in inches. Weight-handling capacity should be clearly marked on the vehicle and **never** be exceeded.

  The load should be placed close to the mast.

- Height Lift Limits

  Height lift limits are printed on the nameplates.

  Stack and secure load to prevent the load from wobbling or shifting.

  Observe clearance around sprinklers, low ceilings, and low doorways.

  Do not raise or lower the forks unless the truck is stopped and the brakes are engaged.

  Always lift the load straight up or tilted slightly back.

  Do not lift a load that extends above the load backrest unless no part of the load can possibly slide back toward the operator.

- Load Stacking

  When inserting forks into pallets be sure the forks are:

  — Level

  — High enough to go into the pallets

  — As wide apart as possible

  — All the way under the load

  When lifting, tilting, or stacking a load, ensure that:

  — The load does not hit adjacent loads or obstructions

  — The forks are free from the load before backing up

  — The forks must not be raised or lowered until the vehicle is stopped and the brakes have been engaged

- Moving a Load

  Keep the forks six inches off the ground.

  Check the overhead clearance.

  Always lift the load straight up or tilted slightly back.

  When vision is blocked by the load, drive in reverse.

- Driving in Reverse

  Face to the rear.

  Sound the horn before moving.

  Go slowly.

2.3 RULES APPLICABLE TO WALKIE AND WALK/RIDE POWERED LOW-LIFT TRUCKS

- Always face the direction of travel.
- When making a U turn, always walk around the outside of the curve.
- When operating a walkie lift truck on a ramp, keep the load end downgrade.
- Avoid parking on a ramp or inclined surface.

3 RULES FOR OPERATOR CERTIFICATION

3.1 REQUIREMENTS

- Employees are not authorized to operate any powered industrial vehicle until they have:

  Completed the classroom training

  Received medical approval

  Passed a written examination

  Passed a road/operating test

Refer to *Industrial Powered Vehicles Licensing Program Class I and Class II Participant Guides (EY-B753E-SG-0000 and 0001)* for additional information.

Upon successful completion of these requirements, EH&S will issue a powered industrial vehicle operator's license which shall be valid for some period, typically for two years. (See Appendix D.)

3.2 ENFORCEMENT

All powered industrial vehicle operators will meet all of the conditions of this document.

Management, supervision, security, or EH&S personnel who note an operator's deficiency may confiscate the operator's license at that time.

Upon confiscation of a powered industrial vehicle license, the operator will not operate any powered industrial vehicle until a management review panel determines disciplinary actions required.

Personnel found operating powered industrial vehicles without certification to do so, will be called before a management panel.

APPENDIX A LICENSED POWERED INDUSTRIAL TRUCK OPERATORS

LICENSED POWERED INDUSTRIAL TRUCK OPERATORS

Employee Name	Badge	C.C.	Group	Area	License	Type	Exp. Date

APPENDIX B MEDICAL APPROVAL FORM

MEDICAL APPROVAL FORM

The following person is being considered for a powered industrial vehicle license.

Name _____

Employee badge _____

Department _____

Supervisor _____

Telephone _____

To help ensure that the employee is physically qualified to operate a powered industrial vehicle, please fill out the following information and return it to the Environmental Health and Safety department.

_____ Approved - No restrictions _____ Not approved

_____ Approved - Restrictions _____

_____

_____

Health Services Signature Date

_____ _____

APPENDIX C OPERATOR'S DAILY INSPECTION CHECKLIST

OPERATOR'S DAILY INSPECTION CHECKLIST

Date: _____

Truck Number _____ Operator: _____

Model Number _____ Shift: D/S( ) or N.Y./S( )

Department _____ Hour meter(s) drive _____hours

Area _____ (If any) Hydraulic circuit _____hours

Description	OK	Maintenance Needed
Steering and hoses		
Service brakes		
Parking brakes		
Tires		
Lights		
Horn		
Hoist cylinder		
Tilt cylinder		
Wipe cylinder (rod & head)		
Hydraulic oil level		
Forks, pallets, platform		
Battery		
Height and tilt control		
Fuel gas - LPG gas leak		
Water or coolant		
Engine oil level		
Oil pressure		
Transmission oil level		
Overhead guard		
Attachment OPERATION		

NOTE: If any additional information is needed, please use the back of this form.

APPENDIX D POWERED INDUSTRIAL VEHICLE LICENSE

POWERED INDUSTRIAL VEHICLE LICENSE

Name _____

Badge _____

License no. _____

Issued by _____

Position _____

Is Qualified to Operate:	Restrictions:
High Lift	None
Rider Walker	Corrective
Carrier	Lenses
Other _____	Other _____

OPERATOR'S SIGNATURE _____

A GOOD FORKLIFT DRIVER ALWAYS OPERATES:

S Safety Shoes are worn
A Always stops at intersections and honk
F Follows all of the Forklift Safety Regulations
E Excessive speed and horseplay are not tolerated
L Learns to perform a Daily Vehicle Safety Check
Y Yields to pedestrians

This operators license must be carried on your person at all times while operating a vehicle in this plant.

D I G I T A L

Plant _____
Expires _____

APPENDIX E REFERENCED DOCUMENTS

E.1 Other Digital Documents

Document Number	Document Title
EY-B753E-SG-0000	*Industrial Powered Vehicles Licensing Program Class I Participant Guide*
EY-B753E-SG-0001	*Industrial Powered Vehicles Licensing Program Class II Participant Guide*

For further information about these documents, contact the appropriate GIA EH&S group.

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